



## NOTICE

### **California Department of Transportation Request for Qualifications 04A2187, 04A2191, 06A0838, 06A0839, 06A0840, 11A1097, and 54A0028**

## **ADDENDUM 2**

The purpose of this addendum is to clarify the federal Standard Form 330 (SF330) submittal requirements for Request for Qualifications (RFQ) 04A2187, 04A2191, 06A0838, 06A0839, 06A0840, 11A1097, and 54A0028 dated August and September 2004.

Only one SF330 is required. The Prime Consultant is responsible for the completion of the SF330. The Prime may wish to work with his/her subconsultants to gather all the needed information. Separate SF 330s should not be submitted for the Prime and each subconsultant.

Section F of the SF330 should present no more than 10 projects that best illustrate the proposed team's qualifications for the contract.

Section G of the SF330 should list the team's key personnel (Prime and Subs) and which of the 10 projects each team member worked on.

Firms that submit more than one SF330 in the Statement of Qualifications (SOQ) will be required to submit corrected copies of the SF330 within three working days of receipt of request.

Questions concerning the submittal requirements should be directed to the Contract Analyst identified in the RFQ.

**All other sections should be completed in accordance with instructions provided with the SF 330.**

**The SOQ submittal deadline shall remain the same.**



**NOTICE  
FOR THE  
STATE OF CALIFORNIA  
Department of Transportation  
REQUEST FOR QUALIFICATIONS NO. 54A0028**

**Addendum 1**

This addendum for Request for Qualifications (RFQ) 54A0028 dated September 2004 is to clarify the Request for Qualifications Submittal Instructions.

Request for Qualifications Submittal Instructions Section I, **Requirements for Statement of Qualifications (SOQs)**, is amended where indicated by the vertical lines in the right margin:

**I. REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS (SOQs)**

SOQs must be in the following format:

1. SOQs to be **bound on 11" side** - binding style to be determined by submitter.
2. Paper size to be 8-1/2" x 11" (except the Organizational Chart).
3. Font size used for all documents (except the Organization Chart) to be a minimum of 8 point.
4. If contracts with similar services are being sought within the same RFQ, please note each individual contract is a separate offer. Consultants may elect to compete for more than one contract and must specify exactly which contract(s) they are competing for. This should be stated on the cover and within the transmittal letter. Consultant firms should provide resumes for each key team member they want to use for each contract and include each key team member on their organization charts. The Statement of Qualifications (SOQs) should include a staff availability plan to demonstrate Consultant firms' capacity and ability to perform in more than one contract if awarded. A separate SOQ for each contract may be submitted or a combined SOQ version may be submitted when contracts with similar services are being sought within the same RFQ.

SOQs are to be tabbed into four (4) Main Sections and contain the information listed below:

**Section A. Transmittal Letter(s)**

1. Prime Consultant transmittal letter is limited to three (3) pages per advertised contract. Transmittal letters shall be signed by the person authorized to obligate the firm or joint venture. Please list ALL

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subconsultants and provide the percentage (best estimate) of utilization for each firm. Please note these are estimates only and the firms will not be held to percent submitted except for goal commitments.

2. Each Subconsultant transmittal letter is limited to one (1) page per advertised contract. In this transmittal letter, each Subconsultant shall provide correspondence stating its commitment to the Prime Consultant's team. The correspondence must be signed by a principal of the Subconsultant firm, indicating the specific portion of the work to be performed by the Subconsultant firm.
3. The signature of the authorized representative certifies that the information contained in the SOQ is truthful, accurate, and complete at time of submittal.
4. List the location of the offices where the work is to be performed. If the work is to be shared among firms and offices at different locations, indicate where each office is located and what work is to be performed in each office. For Field personnel, provide the location of the offices where they will be based and from which they will be managed.
5. List an individual's name and e-mail address for the Prime Consultant to which correspondence can be sent. If e-mail is not available, so indicate in the transmittal letter. Also, provide FAX number or indicate if FAX number is not available.
6. If the Prime Consultant and/or Subconsultants have identified any former State of California, Department of Transportation employee(s) on the Organization Chart, list the individual's full name, last date of employment with the Department, and their functional responsibility held while with the Department (within the last 24 months of employment). Further information concerning Conflict of Interest issues can be found under Section VI. MISCELLANEOUS, Paragraphs 8. and 9. in this RFQ Instruction.

**THE FOLLOWING PARAGRAPH APPLIES IF THE CONTRACT WILL BE FOR CONSTRUCTION INSPECTION SERVICES. NOTE: THIS PARAGRAPH WOULD NOT APPLY TO PROJECT SPECIFIC.**

7. The Prime Consultant's signature affixed on the Transmittal Letter certifies that neither the Prime Consultant nor its Subconsultants will engage in Construction Inspection services for the same project which the Prime Consultant and/or Subconsultant has performed Project Development or Project Construction Support services.
8. Provide the appropriate goal documentation as follows (SEE RFQ NOTICE FOR TYPE OF GOAL REQUIREMENTS):

DBE certification letter(s) issued by the certifying entity.

DBE PARTICIPATION FORMS. This will consist of one or both of the following pursuant to the instructions in ADM-0221F:

- ADM-0227F
- ADM-0312F

**OR**

DVBE certification letter(s) issued by the certifying entity.

DVBE PARTICIPATION FORMS. This will consist of one or both of the following pursuant to the revised instructions in STD 840 package:

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- GOAL FORM COMPLETED STD 840
- GOOD FAITH EFFORT FORMS COMPLETED

**Section B. General Services Administration Standard Form SF330 shall be completed in accordance with the instructions provided with the form and must conform to the following :**

1. SF330 sections to be separated by colored divider sheets or tabs for both Prime and Subconsultants.
2. In Section D, **Organization Chart**: Limited to one (1) page per advertised contract not to exceed 11" x 17" but must be folded to 8-1/2" x 11".
3. 3. In Section E, Resumes of Key Personnel: Project Manager is limited to three (3) pages and all others are limited to one (1) page.
4. In Section F, Example Projects:- Limit your response to 10 projects, one (1) project per page.
5. In Section H, **Additional Information**: Prime is limited to four (4) pages and each Subconsultant to two (2) pages of additional information or description. Subconsultants who have not previously worked with the Prime may include additional project examples in this section, however page limits still apply.
6. Part II is not required.

**Information for completing SF330 and the form may be downloaded from:** <http://caltrans-opac.ca.gov/aeinfo.htm>

**Section C. Work Force Analysis Chart:** Each employer (Prime and Subconsultant) **with 50 or more employees** must provide a work force analysis chart (as shown below) providing the total number and percentage of employees working in California per advertised contract. The Prime and each Subconsultant charts are to be separated by colored divider sheets or tabs.

**DO NOT BREAK WORK FORCE ANALYSIS TABLE INTO TWO PARTS (KEEP ON ONE PAGE).****Work Force Analysis**

	Caucasian		Black		Hispanic		Asian/ Pacific Islander		Native American/ Native Alaskan		Total Calif. Work Force	
	M	F	M	F	M	F	M	F	M	F	M	F
Executives/Managers												
Licensed Professional Engineers/Surveyors/ Architects												
Other Technical/ Professional												
Office/Clerical												
TOTAL												
PERCENT OF TOTAL												

**Section D. Nondiscrimination:** Each prospective Consultant and Subconsultant must comply with the State's nondiscrimination program requirements found in Government Code Section 12990 and Title 2, California Code of Regulations, Division 4, Chapter 5, Sections 8103, 8104 and 8113 (unless exempted per Section 8115). For federally funded projects, nondiscrimination compliance requirements are found in Title VI of the Civil Rights Act of 1964, and the Code of Federal Regulations, 49 CFR Parts 21, 23, and 200.

1. A Prime or Subconsultant with fewer than fifty (50) employees in its entire workforce **are exempt from providing nondiscrimination and workforce utilization analyses.**
2. **Prime or Subconsultant firms with fifty (50) or more employees shall provide the following divided by colored divider sheets or tabs:**
  - a) Each employer (Prime and Subconsultant) must provide, unless exempted, a statement of compliance, under penalty of perjury, that they have complied with State nondiscrimination requirements.
  - b) Each employer (Prime and Subconsultant) must provide a description of the firm's nondiscrimination program designed to eliminate discrimination based on race, color, religion, age, sex, sexual orientation, disability, or national origin.

**SOQs that do not comply with any requirement stated in this RFQ may be rejected.**

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Request for Qualifications Notice, Section I. I, Paragraph 1 and 2 **Escalations**, has been removed.

The SOQ submittal deadline is extended to: **October 13, 2004.**

All other terms and conditions of the original RFQ Notice and Submittal Instructions are unchanged.



**REQUEST FOR QUALIFICATIONS (RFQ)  
NOTICE  
FOR THE  
STATE OF CALIFORNIA  
Department of Transportation  
NUMBER 54A0028**

**Note: All questions concerning this RFQ MUST be addressed to Liz Salinas at (916) 227-6835. Consultants, who contact the District or Division directly, seeking information about the RFQ could jeopardize the integrity of the selection process.**

**Latest changes to this revision are noted with a side bar.**

**I. GENERAL INFORMATION**

- A. The State of California, Department of Transportation (Department) is soliciting Statements of Qualifications (SOQs) from qualified firms that may lead to the award of a contract for "On-Call" services related to Construction Administration and Engineering Studies and Improvements. A more detailed description can be found in Article II of this RFQ.
- B. The Department anticipates the contract amount to be in the range of \$1,000,000 - \$2,999,999.
- C. The duration of the awarded contract will be 31 months.
- D. Goal participation requirements for this solicitation is: DVBE goal requirement of 3%. Also, an aspirational Small Business goal of 25% is being requested.
- E. No prevailing wages are applicable.
- F. The Department does not guarantee either expressly or by implication, that any work or services will be required under any contract issued as a result of this RFQ.
- G. A Pre-award Audit will apply to any contract issued as a result of this RFQ.
- H. FEE FOR PROFIT

The fee for profit shall not exceed 8%.

**I. CONSULTANT WAGES**

Consultant salaries shall not exceed the actual rates in effect at the date of the California State Contract Register (CSCR) advertisement for this RFQ Notice 54A0028. The State may negotiate employee salary rates for this contract

**II. SCOPE OF WORK/DELIVERABLES**

**A. Description of Required Services**

Consultant personnel are to provide assistance to and work under the general direction of the Department's Contract Manager and specific directions from various task order managers. The Department Contract Manager will give specific assignments to the Consultant through the issuance of task orders. Task orders may include, but are not limited to, the following types of duties:

**1. Construction Contract Administration and Construction Engineering Studies**

- a) Study construction management and contract administration specifications, policies and processes.
- b) Provide recommendations for improving construction management and contract administration policies, specifications, processes as detailed in the Construction Manual, training and organizational structure.
- c) Study construction engineering specifications, policies and processes.
- d) Provide recommendations for improving construction engineering policies, specifications, processes, training, and organization structure.
- e) Provide recommendations for improving the Division of Construction databases and systems.
- f) Provide technical editing support.

**2. Contract Administration and Construction Engineering Training**

- a) Develop and present on site and remote training pertaining to contract administration and construction engineering.
- b) Develop or revise training manuals, guides, materials and presentations.

**B. Location**

The work will be performed statewide. The Consultant will report to the Contract Manager and/or the Task Order Manager located in Sacramento.

**C. Personnel**

- 1. The Consultant shall, throughout the life of the contract, retain within the Consultant's firm or through subcontractors, staff qualified to perform each of the tasks described in the above Scope of Work.

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2. The Consultant personnel assigned to perform the type of work described above shall have the following minimum qualifications:
  - a) Construction management/engineering experience on major highway projects performing related duties as described above.
  - b) Working knowledge of Caltrans manuals, plans, specifications and provisions, i.e., Caltrans' Construction Manual; Bridge Construction Records and Procedures Manual; Standard Test Methods; Manual of Traffic Controls for Construction and Maintenance Work Zones; State Standard Specifications and Standard Plans and the project plans and special provisions; and State contract law.
  - c) Extensive experience in developing, documenting and presenting training on variety of construction administration and construction management related subjects.
3. Travel shall be required to perform assigned duties. It is anticipated that variations may occur in State construction contract activities. The Project Manager may reassign a Consultant as needs dictate.
4. All reports, calculations and other applicable documents shall be prepared on State standardized forms. The work product shall have electronic transfer capability to a computer platform (Microsoft compatible) and software application as designated in the Task Order by the Department's Contract Manager. The Department shall be given and have control of all versions of written and electronic copies of procedures, manuals, presentations, charts, graphs, and electronic-systems developed for construction practices mentioned above.

D. License Registration Requirements

Consultant staff must include State of California Registered Civil Engineers. Registration shall remain current and in effect for the life of the contract.

**III. SUBMISSION OF STATEMENT OF QUALIFICATIONS (SOQs)**

- A. **IMPORTANT:** Download "RFQ Submittal Instructions" from: <http://Caltrans-opac.ca.gov/aeinfo.htm>  
**Failure to follow these instructions may result in rejection of your SOQs.**

B. **SOQ Package Submittal Requirements**

1. **Eight (8)** copies of the SOQs containing all the indicated information shall be submitted. FAX copies will not be allowed. SOQs will be accepted until **3:00 p.m. on October 6, 2004**, and must be directed to:

**State of California  
Department of Transportation  
Administration  
Division of Procurement and Contracts - MS-67  
Attention: Liz Salinas  
1727 30th Street  
Sacramento, CA 95816-7006  
Telephone: (916) 227-6835**

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2. The SOQs shall be titled **RFQ Number 54A0028**. The RFQ number, together with the submittal deadline of, **3:00 p.m. on October 6, 2004**, must be shown clearly on the outside of the sealed package or box in which the SOQs are submitted and marked "**DO NOT OPEN UNTIL DUE DATE**". The RFQ number must also be shown on either the cover or the first page of each copy of the SOQs.
3. **If your SOQ package is hand delivered, you must date and time stamp it immediately upon arrival. The date/time stamp machine is located in the lobby of the first floor to the right of the security guard station at the address noted above. Date/time stamp one of the labels provided and attach it to the SOQ package. Ask the security guard to call the Division of Procurement and Contracts' reception desk at (916) 227-6000 to have your SOQ package picked up by Contracts' staff.**

**C. Request for Additional Copies**

For additional copies of this RFQ, contact the State of California, Department of Transportation, Division of Procurement and Contracts Bid Line. Phone the Bid Line at (916) 227-6075 and leave a recorded message or send your FAX request to (916) 227-1950. Remember to include the RFQ solicitation number.